

**ELECTRIC DEPARTMENT – SILICON VALLEY POWER  
ELECTRIC TRANSMISSION LINE ENGINEERING**

**REQUEST FOR PROPOSAL  
FOR PROFESSIONAL SERVICES  
FOR ELECTRIC TRANSMISSION LINE ENGINEERING**

**PROPOSAL SUBMITTAL DEADLINE:**

**DATE:** April 11, 2016  
**TIME:** 3:00 pm  
**LOCATION:** City of Santa Clara  
Electric Utility Department  
Attn.: Melisa Revino  
1500 Warburton Avenue  
Electric Department  
Santa Clara, CA 95050

**PROJECT MANAGER: Rocco Colicchia**

**CITY OF SANTA CLARA  
ELECTRIC DEPARTMENT-SILICON VALLEY POWER  
ELECTRIC TRANSMISSION LINE ENGINEERING  
1500 WARBURTON AVENUE  
SANTA CLARA, CA 95050**

# **REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES**

## **TITLE: Electric Transmission Line Engineering**

### **1. INTRODUCTION**

The City of Santa Clara's Electric Utility, Silicon Valley Power (SVP), seeks to engage a consultant to provide electric transmission line engineering.

Silicon Valley Power (SVP) operates an electric distribution utility with a service territory that overlays the Santa Clara, California city limits. The City of Santa Clara's Electric Department, Silicon Valley Power (SVP), has undertaken a significant capital construction program for the construction and upgrading of electric transmission, substation and distribution facilities over the next five years. This work is necessary to meet customer demands for increased electric load while maintaining SVP's high service reliability to the utility's customers.

Due to the large quantity and complexity of the planned work, SVP considers it necessary to use the services of an outside engineering firm to provide design services for the identified transmission line work. Minimum requirements of Firms and detailed description of required services are included in Attachment A-Scope of Work/Services.

For the purpose of determining the qualifications and awarding an agreement, this RFP requests proposals for the re-configuration of the South Loop. The South Loop is approximately 12 miles of 60kV transmission line that feeds 6 substations. The substations provide power to residential, commercial and industrial customers. The existing capacity of the South Loop is 173 MVA and is limited by the continuous line rating of the overhead transmission lines. The electrical load on the South Loop is projected to increase 50% in the next 5 years. This load increase would overload the existing electrical lines on the South Loop.

An initial planning study was performed to evaluate the options to address the projected overload on the South Loop. The study evaluated a variety of options based on factors such as cost, future growth capacity, and reliability. The recommendation of the study was to transfer some of the electrical load from the South Loop to the East Loop. The East Loop has a capacity of 173 MVA, but only has 10 MVA of load. The study proposes transferring up to 3 substations from the South Loop to the East Loop. The study provides two suggested routes for building the approximate 2 miles of overhead line required to reconfigure the South Loop. The break-up can involve both overhead and underground construction.

Once the successful firm is awarded a contract there will be other projects for which specific fee estimates will be requested. It is the intent of the City to enter into a 5-year agreement with the successful engineer.

### **2. ATTACHMENTS**

The attachments below are included with this Request for Proposals ("RFP"). The items identified with an asterisk (\*) must be completed, signed by the appropriate representative of the company, and returned with the submittal.

Attachment A – Scope of Work/Services\*  
Attachment B - Cost Proposal\*  
Attachment C – Electric Transmission Line Engineering Scorecard  
Attachment D – Proposer’s Information Form\*  
Attachment E – Certification of Non-Discrimination\*  
Attachment F – Agreement for Services

### **3. INSTRUCTIONS TO PROPOSERS**

#### **3.1. Pre-proposal Conference.**

There is NO pre-proposal conference scheduled for this solicitation.

#### **3.2. Examination of Proposal Documents.**

The submission of a proposal shall be deemed a representation and certification by the Proposer that they:

- 3.2.1. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
- 3.2.2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 3.2.3. Represent that all information contained in the proposal is true and correct.
- 3.2.4. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
- 3.2.5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed of any fact or condition.

#### **3.3. Questions.**

Any questions by the Proposer regarding this RFP or the project must be put in writing and received by the City no later than 3:00 p.m. on March 30, 2016. Correspondence shall be addressed to:

Melisa Revino  
Electric Department  
1500 Warburton Avenue  
Santa Clara, CA 95050  
408.615.6673  
mrevino@santaclaraca.gov

The City shall not be responsible for nor be bound by any oral instructions, interpretations or

explanations issued by the City or its representatives.

Responses from the City to questions by any Proposer will be communicated in writing to all recipients of this RFP. Questions received after the date and time stated above will not be accepted, and will be returned to senders without response.

### 3.4. Addenda.

Any addenda issued by City shall be in writing, shall become a part of this RFP, and shall be acknowledged and responded to by Proposer.

### 3.5. Submission of Proposals.

All proposals shall be submitted to:

City of Santa Clara

Electric Department

Electric Engineering Division/Attn.: Melisa Revino

1500 Warburton Avenue

Santa Clara, CA 95050

Please note that faxes, electronic submissions, or any media other than hard copies are not acceptable.

Proposals must be delivered no later than 3:00 p.m. on April 11, 2016. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit two (2) copies along with one (1) electronic version (CD) of its proposal in a sealed envelope, including one (1) original, clearly marked "Original", addressed as noted above, bearing the Proposer's name and address clearly marked, **"RFP FOR ELECTRIC TRANSMISSION LINE ENGINEERING"**.

### 3.6. Withdrawal of Proposals.

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

## **4. RIGHTS OF THE CITY OF SANTA CLARA**

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening proposals for its own convenience;
- Remedy errors in the Request for Proposals process;
- Approve or disapprove the use of particular subconsultants;
- Negotiate with any, all or none of the Proposers;

- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is approved by the City Council, if so required, and executed by authorized representatives of the City and of the Proposer.

## 5. RFP TIMELINE

The RFP Timeline is as follows:

RFP Issued	March 9, 2016
Deadline for questions, clarifications	March 30, 2016 by 3:00 p.m.
Proposals must be submitted by	April 11, 2016 by 3:00 p.m.

The City reserves the right to add, remove or combine steps in the timeline, and/or compress or extend the timeline as the City, in its sole discretion, sees fit.

## 6. INFORMATION TO BE SUBMITTED

These guidelines govern the format and content of the proposal, and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not related to the RFP and proposal, e.g., generalized brochures, marketing material, etc., will not be considered in the evaluation.

All proposals shall address the following items. The proposals must address the items in the order listed below, and shall be numbered 1 through 8 in the proposal document. Please include a Table of Contents preceding the Chapters.

### Chapter 1 – Proposal Summary.

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages, including the separate sheet.

### Chapter 2 – Profile on the Proposing Firm(s).

This Chapter shall include a brief description of the Prime Proposer's firm, including firm name, address, phone number, email address and primary contact person; brief firm history, including the current permanent staff size as well as local organization structure; and, a discussion of the firm's financial stability, capacity and resources.

Additionally, this section shall include a listing of any claim, lawsuit or litigation and the result of

that action resulting from any public project undertaken by the Proposer either as a contractor or subcontractor or by its subcontractors where litigation is still pending or has occurred within the last five years, and any type of project where claims or settlements were paid by the consultant or its insurers within the last five (5) years.

### Chapter 3 – Qualifications of the Firm.

This Chapter shall include a brief description of the Proposer's qualifications and previous experience supplying like services and/or equipment to similar public agencies. Include all areas of expertise, scope of services provided, and relevant experience, including description of each project, role of professional for that project and date completed. Include product provided, the total project cost, the period over which the provision and training was completed, and the name, title, phone number and email address of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for each project.

Your Statement of Qualifications should be organized in such a manner that it follows the layout of the "Electric Transmission Line Engineering Scorecard" (ATTACHED). Statement of Qualifications will be reviewed by a team of SVP employees and agents and consensus scores applied to the individual scoring items. It would help the reviewers if each paragraph in the Statement of Qualifications is cross-referenced to a scoring item in the Electric Transmission Line Engineering Scorecard. An electronic copy should be made available in a single PDF file so additional copies can be made and distributed to reviewers.

Consultant shall have at least ten years of demonstrable experience designing 2000A, 60kV or 115kV overhead and underground looped transmission line facilities.

Electric Transmission Line design team shall include geotechnical engineer, structural engineer and civil engineer

In addition to design, services shall include permitting, environmental (per CEQA), and EMF studies (pre and post construction)

Consultant shall demonstrate experience and familiarity working with municipal electric utility operations.

Five (5) references from clients with similar projects must be submitted along with the names and telephone numbers of contact persons.

### Chapter 4 –Product Description, Work Plan or Proposal.

This Chapter shall present a well-articulated service plan. Include a full description of major services provided, tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services, providing the required product and the firm's ability to meet the City's schedule, outlining the approach that would be undertaken in providing the requested services. Describe the project

understanding, detailed project approach and methodology. List specific proposed services and support and training services to be provided.

#### Chapter 5 – Project Schedule.

This Chapter shall include a projected timeline for completing the project including the start date, order dates, delivery time, installation, and training, and shall indicate completion dates from date the order is received.

#### Chapter 6 – Project Staffing.

This Chapter shall discuss how the Proposer would staff this project. Key personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the proposal. Include proposed project management structure, including identification of the project consultant and individuals that will be assigned to the project.

#### Chapter 7 – Proposal Exceptions.

This Chapter shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions, requirements and agreement. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified in Attachment F –“Agreement for Services.” Items not excepted will not be open to later negotiation.

#### Chapter 8 – Proposal Costs Sheet and Rates.

Proposers are required to include hourly rates for each classification that may be billed.

Include any cost and price information, plus a not-to-exceed amount, that would be contained in a potential agreement with the City. Attachment B, “Cost Proposal,” is included and should be used by all Proposers. The hourly rates may be used for pricing the cost of additional services outlined in the Scope of Work. The cost of the project, including the total hours and hourly rates by staff classification, and the resulting all-inclusive fee for the project must be included. Fees must include all anticipated costs, including travel, per diem, and out of pocket expenses. Please note the City of Santa Clara does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

### **7. CONTRACT TYPE AND METHOD OF PAYMENT**

It is anticipated that the agreement resulting from this RFP, if awarded, will be an Agreement for Services. The method of payment to the successful Proposer shall be for services provided based on established rates for services (Weekly Rates, Monthly Rates, etc.) with a maximum “not to exceed” fee as set by the Proposer in the proposal or as negotiated between the Proposer and the City as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but not limited to, materials, delivery, transportation, communications, and any subcontracted items of work.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements in Attachment F. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Chapter 7 of their submittal package. Please

include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for each proposed change, as well as specific recommendations for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take exceptions to the proposed Agreement may be determined by the City, at its sole discretion, to be unacceptable and no longer considered for award.

## **8. INSURANCE REQUIREMENTS**

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements outlined in Attachment F, Exhibit C.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the City of Santa Clara as to form and content. These requirements are subject to amendment or waiver, if so approved in writing by the City of Santa Clara. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

## **9. REVIEW AND SELECTION PROCESS - EVALUATION CRITERIA SELECTION AND CONTRACTING PROCESS**

SVP staff and other reviewers will use the scorecards to assist in reviewing and ranking the proposals. Meetings with the proposers at SVP may be held as part of the review process. The Call, or Calls, for specific work will be negotiated with the Proposer which in SVP's sole judgment has the best qualifications when balanced with the proposed pricing structure. Staff will then recommend Santa Clara City Council approve the Call Agreement and associated Call or Calls.

SVP staff will also evaluate the proposals provided in response to this RFP based on the following criteria:

- Quality and completeness of proposal;
- Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer;
- Proposer's experience, including the experience of staff to be assigned to the project, with engagements of similar scope and complexity;
- Cost to the City;
- Proposer's financial stability and length of time in business;
- Proposer's ability to perform the work within the time specified;
- Proposer's prior record of performance with City or others;
- Proposer's availability to meet with city staff on job site and in city offices as needed.
- Proposer's ability to provide future records, reports, data and/or services; and
- Proposer's compliance with applicable laws, regulations, policies (including city council



policies), guidelines and orders governing prior or existing contracts performed by the contractor.

#### **10. PUBLIC NATURE OF PROPOSAL MATERIAL**

Responses to this RFP become the exclusive property of the City of Santa Clara. At such time as the City awards a contract, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary.” The City shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as “Confidential,” “Trade Secret,” or “Proprietary,” or if disclosure, in the City’s sole discretion, is required under the California Public Records Act as addressed below. Any proposal which contains language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary” shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Santa Clara may determine, in its sole discretion, that the information that a Proposer submits is not a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the City shall provide the Proposer who submitted the information reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction, at the Proposer's sole expense.

#### **11. COLLUSION**

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

#### **12. DISQUALIFICATION**

Factors, such as, but not limited to, any of the following, may disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of Proposer’s inability to successfully complete the responsibilities and obligations of the proposal; and
- Proposer’s default under any previous agreement with the City.

#### **13. NON-CONFORMING PROPOSAL**

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from

or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

#### **14. GRATUITIES**

No person shall offer, give or agree to give any City employee any gratuity, discount or offer of employment in connection with the award of contract by the City. No City employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

## **ATTACHMENT A**

### **Scope of Work/Services**

#### **A. Project Description**

The City of Santa Clara's Electric Utility, Silicon Valley Power (SVP), seeks to engage a consultant to provide electric Transmission Line engineering

#### **B. Background**

Silicon Valley Power (SVP) operates an electric distribution utility with a service territory that overlays the Santa Clara, California city limits. The City of Santa Clara's Electric Department, Silicon Valley Power (SVP), has undertaken a significant capital construction program for the construction and upgrading of electric Transmission Line, substation and distribution facilities over the next five years. This work is necessary to meet customer demands for increased electric load while maintaining SVP's high service reliability to the utility's customers.

Due to the large quantity and complexity of the planned work, SVP considers it necessary to use the services of an outside engineer to provide design services for the identified Transmission Line work.

For the purpose of determining the qualifications and awarding an agreement, this RFP requests proposals for the re-configuration of the South Loop. The South Loop is approximately 12 miles of 60kV transmission line that feeds 6 substations. The substations provide power to residential, commercial and industrial customers. The existing capacity of the South Loop is 173 MVA and is limited by the continuous line rating of the overhead transmission lines. The electrical load on the South Loop is projected to increase 50% in the next 5 years. This load increase would overload the existing electrical lines on the South Loop.

An initial planning study was performed to evaluate the options to address the projected overload on the South Loop. The study evaluated a variety of options based on factors such as cost, future growth capacity, and reliability. The recommendation of the study was to transfer some of the electrical load from the South Loop to the East Loop. The East Loop has a capacity of 173 MVA, but only has 10 MVA of load. The study proposes transferring up to 3 substations from the South Loop to the East Loop. The study provides two suggested routes for building the approximate 2 miles of overhead line required to reconfigure the South Loop. The break-up can involve both overhead and underground construction.

#### **C. Description of Required Services**

SVP seeks to:

- Engage a consultant to act as the City's engineer.
- Provide Overhead Line Design engineering services.

- Investigate a number of alternatives to break-up the south Loop.
- Provide engineering economic analysis and cost estimates.
- Incorporate Geotechnical challenges and considerations including environmental licensing, impact mitigation, and ROW considerations in determining route selection of transmission lines.
- Assist with community outreach.
- Provide environmental studies as necessary for compliance with CEQA, including EIR and impact mitigation.
- Provide land right acquisition support.
- Provide permitting from Federal, State, and Local agencies and UPRR
- Provide EMF studies and EMF mitigation design options consistent with CPUC No-cost and low-cost EMF reduction policy. Provide design and technical specifications for riser transition structures
- Provide design and technical specifications for the construction of new, overhead or underground electric transmission line facilities as needed.
- Provide design and technical specifications for the procurement of overhead and underground 60kV or 115kV conductors and components, as needed.
- Provide Construction drawings and plans for new overhead transmission line installation and tie in at substations.
- Provide design services during construction including submittal and RFI review.

## SCOPE OF WORK

The following list represents tasks anticipated as part of the selected Consultant's proposal. These tasks are not meant to be exclusive and proposals containing alternative and innovative approaches are encouraged.

### Phase 1

- Preliminary Meeting. Once awarded the contract, Consultant will meet with key SVP staff and City technical experts to discuss Consultant's concept and to finalize a work plan and the scope of services as well as contacts, roles, and responsibilities.

- Prepare conceptual plan. Consultant will prepare conceptual plan showing the planned route (overhead or underground) of the Transmission Line facilities.
- Investigate a number of alternatives to break-up the south Loop.
- Evaluate multiple routes and make recommendations of the preferred route(s).
- Incorporate Geotechnical challenges.
- Assist with community outreach.
- Provide environmental study of preferred route per CEQA. Assume the new line will be greater than 2 miles long.
- Provide land right acquisition support.
- Provide permitting from Federal, State, and Local agencies and UPRR
- Provide pre construction EMF studies.
- Prepare 35% plans. Consultant will prepare 35% plans to confirm approach and to submit to City planning department.

#### Phase 2 -

- Provide design and technical specifications for the construction of new, overhead or underground electric transmission line facilities as needed.
- Provide design and technical specifications for the procurement of overhead and underground 60kV or 115kV conductor, as needed.
- Provide design and technical specifications for overhead and underground structures procurement, as needed.
- Prepare 65% plans and specifications to submit for City review.
- Prepare 100% plans and specifications.
- Provide bid period services including prepare engineer's opinion of construction cost, attend pre-bid meeting, and assist in bid evaluation.

#### Phase 3

- Provide Design Services During Construction. Attend weekly construction meetings. Review and Respond to submittals, RFI's and assist with Field Directives.

- Support SVP during acceptance and commissioning testing
- Provide Record Drawings
- Provide post construction EMF studies.
- Assist with community outreach.
- Provide procurement inspections and support services.
- Provide inspection of construction activities as needed.
- Provide electric testing support

#### D. Required Proposal Components

1. All information set forth in Article 6 of the RFP; and
2. Description of firm's experience as it relates to Electric Transmission Line Engineering.
3. Completion of the fee proposal summary below. The proposal shall also show the hours and rates for all activities.
4. **Example of a specification for a self-supporting tubular steel pole that the proposer has completed for a project of similar complexity.**
5. **Example of a plan and profile for an overhead extension that the proposer has completed for a project of similar complexity**
6. **Example of a sample specification for 60 or 115kV underground conductor greater than 2000kcmil AL, including splicing, racking and termination on a riser, that the proposer has completed for a project of similar complexity.**
7. **Example of a sample plan for steel pole footing that the proposer has completed for a project of similar complexity.**
8. **Example of an introductory statement from a completed EIR.**
9. **Example of an actual design that the proposer completed and constructed of a steel riser structure with internal cable.**
10. **Example of an actual design that the proposer completed and constructed of a steel riser structure with external cable.**

- 11. Example of a plan and profile drawing for an underground transmission installation that is at least 2,000 feet.**

**ATTACHMENT B**  
**Cost Proposal and Cost Proposal Item Descriptions**

**COST PROPOSAL FORMAT**

Consultant shall provide costs to perform the services described below.

	DESCRIPTION	FEE
1.	Project design fee to prepare conceptual design of design alternatives to break-up the south loop. Include breakdown of hours and rates by team member.	
2.	Project design fee assuming preferred alternative is selected. Include breakdown of hours and rates by team member.	
3.	Provide design fee assuming an underground installation of 2,000 feet, steel riser pole and inside riser. Include breakdown of hours and rates by team member.	

<b>GRAND TOTAL OF ITEMS 1, 2, AND 3</b>	
<b>GRAND TOTAL IN WORDS</b>	

Please attach rate sheet with hourly rates, indirects, overheads and expenses.

**COST PROPOSAL ITEM DESCRIPTIONS**

- 1. Project design fee to prepare conceptual design of design alternatives to break-up the south loop. Include breakdown of hours and rates by team member.** Provide design fee to determine design alternatives and prepare a conceptual design of the alternatives. Fee should include, but is not limited to, all applicable subconsultants such as geotechnical, structural, and environmental. The design fee shall also include a breakdown of hours and rates by team members.
- 2. Project design fee assuming preferred alternative is selected. Include breakdown of hours and rates by team member.** Provide a design fee assuming the preferred alternative is selected. Fee should include, but is not limited to, all applicable subconsultants such as geotechnical, structural, and environmental. The design fee shall also include a breakdown of hours and rates by team members.



3. **Provide design fee assuming an underground installation of 2,000 feet, steel riser pole and inside riser.** Provide a design fee assuming that the solution will include 2,000 feet of underground conductor. The fee shall also include the transition structures on each end and the use of inside risers. Include breakdown of hours and rates by team member. Fee should include, but is not limited to, all applicable subconsultants such as geotechnical, structural, and environmental. The design fee shall also include a breakdown of hours and rates by team members.

**ATTACHMENT C**  
**Electric Transmission Line Engineering Scorecard**

<b>A. SUBJECT MATER EXPERTS</b> <b>Maximum Points Possible</b> <i>Electric Engineering Firm has knowledgeable and skilled personnel available for this project.</i>	<b>WEIGHT:</b>	<b>SCORE:</b>	<b>NOTES</b>
<u>General Requirements:</u> <ul style="list-style-type: none"> <li>• Proposer can identify the following subject matter experts (SME's) by name &amp; resume. NOTE: one individual can assume more than one role in the projects.</li> <li>• Proposer can make assurances that these SME's will be assigned to SVP's projects.</li> <li>• Proposer will consult with SVP if it becomes necessary to make substitutions in SME's and SVP will have final approval in substitutions.</li> </ul>	X	X	X
1. <u>Project Manager:</u> acting as single point SVP contact with responsibility for ensuring all project related activities are performed and responsibilities are met in a timely and economic manner.			
2. <u>Storm Water Pollution Prevention Program Qualified Developer/Practitioner:</u> with responsibility for preparing, and monitoring implementation of, Storm Water Pollution Prevention Plans and related attachments to meet California Construction General Permit for Storm water Discharges associated with Construction and Land Disturbance Activities issued by State Water Resources Control Board			
3. <u>Engineering &amp; Design Expert:</u> with responsibility for calculations, drawings and specifications for electrical infrastructure modifications. Also responsible for the preparation of the CSI based public works bidding and contracting documents for substation and electric transmission line projects.			

<b>B. MAJOR EQMT PROCUREMENT</b> <b>Maximum Points Possible -</b> <i>Project Manager is able to prepare the specification documents, bid, and select the major equipment for the project. Also has the ability to ensure quality in final assembly and acceptance of equipment on site.</i>	<b>WEIGHT:</b>	<b>SCORE:</b>	<b>NOTES</b>
1. <u>Write Technical Specifications and Contracts:</u> Knowledge of standards, features, vendors, manufacturing techniques for transmission line materials, such as steel poles and conductor. Experience in writing technical contract documents and specifications that ensures procurement of quality equipment from a reputable vendor that serves the project needs and at a fair price.			
2. <u>Make an Award Recommendation:</u> Experience in and the ability to assist in evaluation of equipment bids and make an award recommendation based on Owner's defined criteria.			
3. <u>Quality Assurance:</u> Experience in and the ability to perform an initial review and, if necessary, take exception to Manufacturer's submittals for Owner's approval. Inspection and report on as received condition of equipment to SVP Project Engineer. Inspect, document, and report on final assembly of equipment on site. Prepare and maintain punch list to verify that equipment is installed per Owner's specifications.			

<b>C. ENGINEERING &amp; DETAILED DESIGN</b> <b>Maximum Points Possible -</b> <i>Project Manager is able to formulate and describe modifications to SVP facilities that safely, effectively, and completely implement the Plan of Service.</i>	<b>WEIGHT:</b>	<b>SCORE:</b>	<b>NOTES</b>
1. <u>Incorporate All Project Features:</u> Using written design guides or check-off sheets, establish all project features and ensure features are incorporated into the Work.			
2. <u>Incorporate All Project Mitigations:</u> Review all appropriate documentation and verify that all regulatory and permitting requirements are incorporated, by design or by reference, into the project manual.			
3. <u>Field Calculations:</u> Experience in and the ability to monitor the field testing and make the necessary calculations to verify the transmission modifications are correct.			
4. <u>Physical Design:</u> Ability to modify existing drawings and make new drawings to completely show the physical modifications to an electric transmission line.			
5. <u>Specification Writing:</u> Experience in and the ability to write Construction Specification Institute (CSI) formatted specifications to control the construction work.			
6. <u>EMF Studies:</u> Prepare pre and post construction EMF studies. Ability to take field measurements and prepare report.			
7. <u>Prepare environmental documents per CEQA</u>			
8. <u>Provide an example of an underground racking and splicing diagram</u>			
9. <u>Provide an example of a Plan and Profile for an overhead extension</u>			
10. <u>Provide an example of a Plan and Profile for an underground extension.</u>			

11. <u>Provide an example of a riser pole with the conductors on the inside of the pole</u>			
12. <u>Provide an example of a riser pole with the conductors on the outside of the pole.</u>			
13. <u>Provide an example of a self-supported tubular steel pole and foundation. (assume 2 conductors per phase)</u>			
14. <u>Provide an example of an anchor bolt design</u>			

<b>D. BIDDING &amp; CONTRACT AWARD</b> <b>Maximum Points Possible -</b> <i>Project Manager is able to prepare a public works project manual for the infrastructure modifications; assist the City in bidding the project; identifying the lowest qualified bidder who is responsive to the bid documents.</i>	<b>WEIGHT:</b>	<b>SCORE:</b>	<b>NOTES</b>
1. <u>Prepare Plans &amp; Specifications:</u> Experience in formatting and assembling the plans and specifications along with the Owner's contracting requirements into a bidding & contracting project manual following CSI format.			
2. <u>Review Bids &amp; Recommend Award:</u> Experience in and ability to provide the Owner with a comprehensive review of all submitted bids for completeness, and makes a recommendation to the Owner for award.			
3. <u>Permit Coordination:</u> Experience with and ability to obtain appropriate related encroachment permits from various entities including, but not limited to, Caltrans, City of Santa Clara, Santa Clara County, State of California.			

<b>E. ACCEPT &amp; COMMISSION WORK</b> <b>Maximum Points Possible -</b> <i>Owner's Engineer is able to provide support during the commissioning of the Work.</i>	<b>WEIGHT:</b>	<b>SCORE:</b>	<b>NOTES</b>
1. <u>As-Built Documentation:</u> Establish and enforce a process that results in the immediate update of As-Built documents necessary for the operation of the facilities. Experience with and ability to verify that all required documentation (test reports, owner's manuals, vendor drawings, etc.) is provided as specified is procurement and public works construction contracts.			
2. <u>Personnel available to inspect structural foundations.</u>			
3. <u>Personnel available to evaluate, inspect and perform factory witness testing as needed.</u>			
4. <u>Accessibility: Engineer has a local presence and can respond to field issues quickly.</u>			

**ATTACHMENT D**  
**Proposer's Information Form**

PROPOSER (please print): \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

Contact person, title, telephone number, email address and fax number: \_\_\_\_\_

\_\_\_\_\_

Proposer, if selected, intends to carry on the business as (check one)

- ☐ Individual
- ☐ Joint Venture
- ☐ Partnership
- ☐ Corporation
- ☐ Governmental Entity

When incorporated? \_\_\_\_\_

In what state? \_\_\_\_\_

When authorized to do business in California? \_\_\_\_\_

☐ Other (explain): \_\_\_\_\_

\_\_\_\_\_

**ADDENDA**

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of an addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6

Or,

☐ \_\_\_\_\_ No Addendum/Addenda Were Received (check and initial).

### **PROPOSER'S SIGNATURE**

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

**(1) If Proposer is *INDIVIDUAL*, sign here:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Proposer's typed name and title

**(2) If Proposer is *PARTNERSHIP* or *JOINT VENTURE*, at least (2) Partners or each of the Joint Venturers shall sign here:**

Partnership or Joint Venture Name  
(type or print)

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture signature



**(3) If Proposer is a *CORPORATION*, the duly authorized officer(s) shall sign as follows:**

The undersigned certify that they are respectively: \_\_\_\_\_ (Title) and \_\_\_\_\_ (Title) of the CORPORATION named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

\_\_\_\_\_  
Corporation Name (type or print)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**(4) If Proposer is a *GOVERNMENTAL ENTITY*, the duly authorized officer(s) shall sign as follows:**

The undersigned certify that they are respectively: \_\_\_\_\_ (Title) and \_\_\_\_\_ (Title) of the GOVERNMENTAL ENTITY named below; that they are designated to sign the Proposal Cost Form by resolution (attach an official copy, with Clerk's attestation) for and on behalf of the below named GOVERNMENTAL ENTITY, and that they are authorized to execute same for and on behalf of said GOVERNMENTAL ENTITY.

\_\_\_\_\_  
Governmental Entity (type or print)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**ATTACHMENT E**  
**Certification of Nondiscrimination**

As suppliers of goods or services to the City of Santa Clara, the firm and individuals listed below certify that they do not discriminate in employment of any person because of race, color, gender, age, religion, disability, national origin, ancestry, sexual orientation, housing status, marital status, or familial status; and that they are in compliance with all Federal, State and local laws, directives and executive orders regarding nondiscrimination in employment.

**(1) If Proposer is *INDIVIDUAL*, sign here:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Proposer's typed name and title

**(2) If Proposer is *PARTNERSHIP* or *JOINT VENTURE*, at least (2) Partners or each of the Joint Venturers shall sign here:**

Partnership or Joint Venture Name  
(type or print)

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Member of the Partnership or Joint Venture  
signature

**(3) If Proposer is a *CORPORATION*, the duly authorized officer(s) shall sign as follows:**

The undersigned certify that they are respectively: \_\_\_\_\_ (Title) and \_\_\_\_\_ (Title) of the CORPORATION named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

\_\_\_\_\_  
Corporation Name (type or print)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**(4) If Proposer is a *GOVERNMENTAL ENTITY*, the duly authorized officer(s) shall sign as follows:**

The undersigned certify that they are respectively: \_\_\_\_\_ (Title) and \_\_\_\_\_ (Title) of the GOVERNMENTAL ENTITY named below; that they are designated to sign the Proposal Cost Form by resolution (attach an official copy, with Clerk's attestation) for and on behalf of the below named GOVERNMENTAL ENTITY, and that they are authorized to execute same for and on behalf of said GOVERNMENTAL ENTITY.

\_\_\_\_\_  
Governmental Entity (type or print)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

S:\Attorney\REQUEST FOR PROPOSAL\Request for Proposal incl Gov't Entity July 2015.doc

**ATTACHMENT F**  
**SAMPLE ONLY**

**Agreement for Professional Services**

EBIX Insurance No. \*

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**PREAMBLE**

This agreement for the performance of services ("Agreement") is by and between \*insert Contractor's name, a[n] \*choose one: a (enter State name) corporation/partnership/individual, with its principal place of business located at \*insert Contractor's address ("Contractor"), and the City of Santa Clara, California, a chartered California municipal corporation with its primary business address at 1500 Warburton Avenue, Santa Clara, California 95050 ("City"). City and Contractor may be referred to individually as a "Party" or collectively as the "Parties" or the "Parties to this Agreement."

**RECITALS**

- A. City desires to secure professional services more fully described in this Agreement, at Exhibit A, entitled "SCOPE OF SERVICES"; and
- B. Contractor represents that it, and its subcontractors, if any, have the professional qualifications, expertise, necessary licenses and desire to provide certain goods and/or required services of the quality and type which meet objectives and requirements of City; and,
- C. The Parties have specified herein the terms and conditions under which such services will be provided and paid for.

The Parties agree as follows:

**AGREEMENT PROVISIONS**

**1. SERVICES TO BE PROVIDED.**

Except as specified in this Agreement, Contractor shall furnish all technical and professional services, including labor, material, equipment, transportation, supervision and expertise (collectively referred to as "Services") to satisfactorily complete the work required by City at his/her own risk and expense. Services to be provided to City are more fully described in Exhibit A entitled "SCOPE OF SERVICES." All of the exhibits

referenced in this Agreement are attached and are incorporated by this reference. Contractor acknowledges that the execution of this Agreement by City is predicated upon representations made by Contractor in that certain document entitled “\*insert name of proposal” dated \*insert date of proposal, (“Proposal”) set forth in Exhibit A, which constitutes the basis for this Agreement.

## **2. TERM OF AGREEMENT.**

Unless otherwise set forth in this Agreement or unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of this Agreement shall begin on the Effective Date of this Agreement and terminate on \*insert end date.

## **3. CONTRACTOR’S SERVICES TO BE APPROVED BY A LICENSED PROFESSIONAL.**

- A. All reports, costs estimates, plans and other documentation which may be submitted or furnished by Contractor shall be approved and signed by a qualified licensed professional in the State of California.
- B. The title sheet for specifications and reports, and each sheet of plans, shall bear the professional seal, certificate number, registration classification, expiration date of certificate and signature of the professional responsible for their preparation.

## **4. QUALIFICATIONS OF CONTRACTOR - STANDARD OF WORKMANSHIP.**

Contractor represents and maintains that it has the necessary expertise in the professional calling necessary to perform services, and its duties and obligations, expressed and implied, contained herein, and City expressly relies upon Contractor’s representations regarding its skills and knowledge. Contractor shall perform such services and duties in conformance to and consistent with the professional standards of a specialist in the same discipline in the State of California.

The plans, designs, specifications, estimates, calculations, reports and other documents furnished under Exhibit A shall be of a quality acceptable to City. The criteria for acceptance of the work provided under this Agreement shall be a product of neat appearance, well organized, that is technically and grammatically correct, checked and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that used by City for similar projects.

## **5. MONITORING OF SERVICES.**

City may monitor the Services performed under this Agreement to determine whether Contractor’s operation conforms to City policy and to the terms of this Agreement. City may also monitor the Services to be performed to determine whether financial operations are conducted in accord with applicable City, county, state, and federal requirements. If any action of Contractor constitutes a breach, City may terminate this Agreement pursuant to the provisions described herein.

## **6. WARRANTY.**

Contractor expressly warrants that all materials and services covered by this Agreement shall be fit for the purpose intended, shall be free from defect, and shall conform to the specifications, requirements, and instructions upon which this Agreement is based. Contractor agrees to promptly replace or correct any incomplete, inaccurate, or defective Services at no further cost to City when defects are due to the negligence, errors or omissions of Contractor. If Contractor fails to promptly correct or replace materials or services, City may make corrections or replace materials or services and charge Contractor for the cost incurred by City.

## **7. PERFORMANCE OF SERVICES.**

Contractor shall perform all requested services in an efficient and expeditious manner and shall work closely with and be guided by City. Contractor shall be as fully responsible to City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons directly employed by it. Contractor will perform all Services in a safe manner and in accordance with all federal, state and local operation and safety regulations.

## **8. BUSINESS TAX LICENSE REQUIRED**

Contractor must comply with Santa Clara City Code section 3.40.060, as that section may be amended from time to time or renumbered, which requires that any person who transacts or carries on any business in the City of Santa Clara pay business license tax to the City. A business tax certificate may be obtained by completing the Business Tax Affidavit Form and paying the applicable fee at the Santa Clara City Hall Municipal Services Division.

## **9. RESPONSIBILITY OF CONTRACTOR.**

Contractor shall be responsible for the professional quality, technical accuracy and coordination of the Services furnished by it under this Agreement. Neither City's review, acceptance, nor payments for any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement and Contractor shall be and remain liable to City in accordance with applicable law for all damages to City caused by Contractor's negligent performance of any of the Services furnished under this Agreement.

Any acceptance by City of plans, specifications, construction contract documents, reports, diagrams, maps and other material prepared by Contractor shall not in any respect absolve Contractor from the responsibility Contractor has in accordance with customary standards of good professional practice in compliance with applicable federal, state, county, and/or municipal laws, ordinances, regulations, rules and orders.

## **10. COMPENSATION AND PAYMENT.**

In consideration for Contractor's complete performance of Services, City shall pay Contractor for all materials provided and services rendered by Contractor at the rate per hour for labor and cost per unit for materials as outlined in Exhibit B, entitled "SCHEDULE OF FEES."

Contractor will bill City on a monthly basis for Services provided by Contractor during the preceding month, subject to verification by City. City will pay Contractor within thirty (30) days of City's receipt of invoice.

## **11. PROGRESS SCHEDULE.**

The Progress Schedule will be as set forth in the attached Exhibit F, entitled "MILESTONE SCHEDULE" if applicable.

## **12. TERMINATION OF AGREEMENT.**

Either Party may terminate this Agreement without cause by giving the other Party written notice ("Notice of Termination") which clearly expresses that Party's intent to terminate the Agreement. Notice of Termination shall become effective no less than thirty (30) calendar days after a Party receives such notice. After either Party terminates the Agreement, Contractor shall discontinue further services as of the effective date of termination, and City shall pay Contractor for all Services satisfactorily performed up to such date.

## **13. NO ASSIGNMENT OR SUBCONTRACTING OF AGREEMENT.**

City and Contractor bind themselves, their successors and assigns to all covenants of this Agreement. This Agreement shall not be assigned or transferred without the prior written approval of City. Contractor shall not hire subcontractors without express written permission from City.

## **14. NO THIRD PARTY BENEFICIARY.**

This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

## **15. INDEPENDENT CONTRACTOR.**

Contractor and all person(s) employed by or contracted with Contractor to furnish labor and/or materials under this Agreement are independent contractors and do not act as agent(s) or employee(s) of City. Contractor has full rights, however, to manage its employees in their performance of Services under this Agreement. Contractor is not authorized to bind City to any contracts or other obligations.

## **16. NO PLEDGING OF CITY'S CREDIT.**

Under no circumstances shall Contractor have the authority or power to pledge the credit of City or incur any obligation in the name of City. Contractor shall save and hold harmless the City, its City Council, its officers, employees, boards and commissions for expenses arising out of any unauthorized pledges of City's credit by Contractor under this Agreement.

## **17. CONFIDENTIALITY OF MATERIAL.**

All ideas, memoranda, specifications, plans, manufacturing procedures, data, drawings, descriptions, documents, discussions or other information developed or received by or for Contractor and all other written information submitted to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor and shall not, without the prior written consent of City, be used for any purposes other than the performance of the Services, nor be disclosed to an entity not connected with performance of the Services. Nothing furnished to Contractor which is otherwise known to Contractor or becomes generally known to the related industry shall be deemed confidential.

## **18. USE OF CITY NAME OR EMBLEM.**

Contractor shall not use City's name, insignia, or emblem, or distribute any information related to services under this Agreement in any magazine, trade paper, newspaper or other medium without express written consent of City.

## **19. OWNERSHIP OF MATERIAL.**

All material, including information developed on computer(s), which shall include, but not be limited to, data, sketches, tracings, drawings, plans, diagrams, quantities, estimates, specifications, proposals, tests, maps, calculations, photographs, reports and other material developed, collected, prepared or caused to be prepared under this Agreement shall be the property of City but Contractor may retain and use copies thereof. City shall not be limited in any way or at any time in its use of said material. However, Contractor shall not be responsible for damages resulting from the use of said material for work other than Project, including, but not limited to, the release of this material to third parties.

## **20. RIGHT OF CITY TO INSPECT RECORDS OF CONTRACTOR.**

City, through its authorized employees, representatives or agents shall have the right during the term of this Agreement and for three (3) years from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Contractor for the purpose of verifying any and all charges made by Contractor in connection with Contractor compensation under this Agreement, including termination of Contractor. Contractor agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to City. Any expenses not so recorded shall be disallowed by City.



Contractor shall submit to City any and all reports concerning its performance under this Agreement that may be requested by City in writing. Contractor agrees to assist City in meeting City's reporting requirements to the State and other agencies with respect to Contractor's Services hereunder.

## **21. CORRECTION OF SERVICES.**

Contractor agrees to correct any incomplete, inaccurate or defective Services at no further costs to City, when such defects are due to the negligence, errors or omissions of Contractor.

## **22. FAIR EMPLOYMENT.**

Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, gender, sexual orientation, age, disability, religion, ethnic background, or marital status, in violation of state or federal law.

## **23. HOLD HARMLESS/INDEMNIFICATION.**

To the extent permitted by law, Contractor agrees to protect, defend, hold harmless and indemnify City, its City Council, commissions, officers, employees, volunteers and agents from and against any claim, injury, liability, loss, cost, and/or expense or damage, including all costs and reasonable attorney's fees in providing a defense to any claim arising therefrom, for which City shall become liable arising from Contractor's negligent, reckless or wrongful acts, errors, or omissions with respect to or in any way connected with the Services performed by Contractor pursuant to this Agreement.

## **24. INSURANCE REQUIREMENTS.**

During the term of this Agreement, and for any time period set forth in Exhibit C, Contractor shall provide and maintain in full force and effect, at no cost to City insurance policies with respect to employees and vehicles assigned to the Performance of Services under this Agreement with coverage amounts, required endorsements, certificates of insurance, and coverage verifications as defined in Exhibit C.

## **25. AMENDMENTS.**

This Agreement may be amended only with the written consent of both Parties.

## **26. INTEGRATED DOCUMENT.**

This Agreement represents the entire agreement between City and Contractor. No other understanding, agreements, conversations, or otherwise, with any representative of City prior to execution of this Agreement shall affect or modify any of the terms or obligations of this Agreement. Any verbal agreement shall be considered unofficial information and is not binding upon City.

## **27. SEVERABILITY CLAUSE.**

In case any one or more of the provisions in this Agreement shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions, which shall remain in full force and effect.

## **28. WAIVER.**

Contractor agrees that waiver by City of any one or more of the conditions of performance under this Agreement shall not be construed as waiver(s) of any other condition of performance under this Agreement.

## **29. NOTICES.**

All notices to the Parties shall, unless otherwise requested in writing, be sent to City addressed as follows:

City of Santa Clara  
Attention: \*insert City Department  
1500 Warburton Avenue  
Santa Clara, California 95050  
or by facsimile at (408) -

And to Contractor addressed as follows:

Name:   
Address:   
or by facsimile at ( ) -

If notice is sent via facsimile, a signed, hard copy of the material shall also be mailed. The workday the facsimile was sent shall control the date notice was deemed given if there is a facsimile machine generated document on the date of transmission. A facsimile transmitted after 1:00 p.m. on a Friday shall be deemed to have been transmitted on the following Monday.

## **30. CAPTIONS.**

The captions of the various sections, paragraphs and subparagraphs of this Agreement are for convenience only and shall not be considered or referred to in resolving questions of interpretation.

## **31. LAW GOVERNING CONTRACT AND VENUE.**

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California. The venue of any suit filed by either Party shall be vested in the state courts of the County of Santa Clara, or if appropriate, in the United States District Court, Northern District of California, San Jose, California.

### **32. DISPUTE RESOLUTION.**

- A. Unless otherwise mutually agreed to by the Parties, any controversies between Contractor and City regarding the construction or application of this Agreement, and claims arising out of this Agreement or its breach, shall be submitted to mediation within thirty (30) days of the written request of one Party after the service of that request on the other Party.
- B. The Parties may agree on one mediator. If they cannot agree on one mediator, the Party demanding mediation shall request the Superior Court of Santa Clara County to appoint a mediator. The mediation meeting shall not exceed one day (eight (8) hours). The Parties may agree to extend the time allowed for mediation under this Agreement.
- C. The costs of mediation shall be borne by the Parties equally.
- D. For any contract dispute, mediation under this section is a condition precedent to filing an action in any court. In the event of mediation which arises out of any dispute related to this Agreement, the Parties shall each pay their respective attorney's fees, expert witness costs and cost of suit, through mediation only. In the event of litigation, the prevailing party shall recover its reasonable costs of suit, expert's fees and attorney's fees.

### **33. COMPLIANCE WITH ETHICAL STANDARDS.**

Contractor shall:

- A. Read Exhibit D, entitled "ETHICAL STANDARDS FOR CONTRACTORS SEEKING TO ENTER INTO AN AGREEMENT WITH THE CITY OF SANTA CLARA, CALIFORNIA"; and,
- B. Execute Exhibit E, entitled "AFFIDAVIT OF COMPLIANCE WITH ETHICAL STANDARDS."

### **34. AFFORDABLE CARE ACT OBLIGATIONS**

To the extent Contractor is obligated to provide health insurance coverage to its employees pursuant to the Affordable Care Act ("Act") and/or any other similar federal or state law, Contractor warrants that it is meeting its obligations under the Act and will fully indemnify and hold harmless City for any penalties, fines, adverse rulings, or tax payments associated with Contractor's responsibilities under the Act.

### **35. CONFLICT OF INTERESTS.**

This Agreement does not prevent either Party from entering into similar agreements with other parties. To prevent a conflict of interest, Contractor certifies that to the best of its knowledge, no City officer, employee or authorized representative has any financial interest in the business of Contractor and that no person associated with Contractor has any interest, direct or indirect, which could conflict with the faithful performance of this

Agreement. Contractor is familiar with the provisions of California Government Code Section 87100 and following, and certifies that it does not know of any facts which would violate these code provisions. Contractor will advise City if a conflict arises.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which shall constitute one and the same instrument; and, the Parties agree that signatures on this Agreement, including those transmitted by facsimile, shall be sufficient to bind the Parties.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives. The Effective Date is the date that the final signatory executes the Agreement. It is the intent of the Parties that this Agreement shall become operative on the Effective Date.

**CITY OF SANTA CLARA, CALIFORNIA**  
a chartered California municipal corporation

APPROVED AS TO FORM:

Dated: \_\_\_\_\_

\_\_\_\_\_  
RICHARD E. NOSKY, JR.  
City Attorney

ATTEST:

\_\_\_\_\_  
ROD DIRIDON, JR.  
City Clerk

\_\_\_\_\_  
JULIO J. FUENTES  
City Manager  
1500 Warburton Avenue  
Santa Clara, CA 95050  
Telephone: (408) 615-2210  
Fax: (408) 241-6771

“CITY”

**\*INSERT CONTRACTOR’S NAME**

\*choose one: corporation/partnership/individual

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature of Person executing the Agreement on behalf of Contractor)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Local Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (     )  
Fax: (     )  
"CONTRACTOR"

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**EXHIBIT A**

**SCOPE OF SERVICES**

The Services to be performed for the City by the Contractor under this Agreement are more fully described in the Contractor's proposal entitled, "**\*insert name of proposal**" dated **\*insert date of proposal**, which is attached to this Exhibit A.

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**EXHIBIT B**

**FEE SCHEDULE**

Consultant shall provide a schedule of rates and fees which includes all billing amounts and costs as follows (if applicable), such as:

In no event shall the amount billed to City by Contractor for services under this Agreement exceed \*spell out dollar amount (\$\*insert numerical dollar amount), subject to budget appropriations.

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**EXHIBIT C**

**INSURANCE REQUIREMENTS**

**INSURANCE COVERAGE REQUIREMENTS  
FOR PROFESSIONAL SERVICES**

Without limiting the Consultant's indemnification of the City, and prior to commencing any of the Services required under this Agreement, the Consultant shall provide and maintain in full force and effect during the period of performance of the Agreement and for twenty-four (24) months following acceptance by the City, at its sole cost and expense, the following insurance policies from insurance companies authorized to do business in the State of California. These policies shall be primary insurance as to the City of Santa Clara so that any other coverage held by the City shall not contribute to any loss under Consultant's insurance. The minimum coverages, provisions and endorsements are as follows:

**A. COMMERCIAL GENERAL LIABILITY INSURANCE**

Commercial General Liability Insurance policy which provides coverage at least as broad as Insurance Services Office form CG 00 01. Policy limits are subject to review, but shall in no event be less than, the following:

\$1,000,000 Each Occurrence  
\$2,000,000 General Aggregate  
\$2,000,000 Products/Completed Operations Aggregate  
\$1,000,000 Personal Injury

Exact structure and layering of the coverage shall be left to the discretion of Consultant; however, any excess or umbrella policies used to meet the required limits shall be at least as broad as the underlying coverage and shall otherwise follow form.

The following provisions shall apply to the Commercial Liability policy as well as any umbrella policy maintained by the Consultant to comply with the insurance requirements of this Agreement:

Coverage shall be on a "pay on behalf" basis with defense costs payable in addition to policy limits;

There shall be no cross liability exclusion which precludes coverage for claims or suits by one insured against another; and



Coverage shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of liability.

**B. BUSINESS AUTOMOBILE LIABILITY INSURANCE**

Business automobile liability insurance policy which provides coverage at least as broad as ISO form CA 00 01 with policy limits a minimum limit of not less than one million dollars (\$1,000,000) each accident using, or providing coverage at least as broad as, Insurance Services Office form CA 00 01. Liability coverage shall apply to all owned (if any), non-owned and hired autos.

In the event that the Work being performed under this Agreement involves transporting of hazardous or regulated substances, hazardous or regulated wastes and/or hazardous or regulated materials, Consultant and/or its subcontractors involved in such activities shall provide coverage with a limit of one million dollars (\$1,000,000) per accident covering transportation of such materials by the addition to the Business Auto Coverage Policy of Environmental Impairment Endorsement MCS90 or Insurance Services Office endorsement form CA 99 48, which amends the pollution exclusion in the standard Business Automobile Policy to cover pollutants that are in or upon, being transported or towed by, being loaded onto, or being unloaded from a covered auto.

**C. WORKERS' COMPENSATION**

Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.

The indemnification and hold harmless obligations of Consultant included in this Agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation or benefit payable by or for Contractor or any subcontractor under any Workers' Compensation Act(s), Disability Benefits Act(s) or other employee benefits act(s).

This policy must include a Waiver of Subrogation in favor of the City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents.

**D. PROFESSIONAL LIABILITY**

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against negligent acts, errors or omissions of the Consultant. Covered services as designated in the policy must specifically include work performed under this agreement. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim or two million dollars (\$2,000,000) aggregate. Any coverage containing a deductible or self-retention must first be approved in writing by the City Attorney's Office.

## E. COMPLIANCE WITH REQUIREMENTS

All of the following clauses and/or endorsements, or similar provisions, must be part of each commercial general liability policy, and each umbrella or excess policy.

Additional Insureds. City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insureds in respect to liability arising out of Consultant's work for City, using Insurance Services Office (ISO) Endorsement CG 20 10 11 85, or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent.

Primary and non-contributing. Each insurance policy provided by Consultant shall contain language or be endorsed to contain wording making it primary insurance as respects to, and not requiring contribution from, any other insurance which the indemnities may possess, including any self-insurance or self-insured retention they may have. Any other insurance indemnities may possess shall be considered excess insurance only and shall not be called upon to contribute with Consultant's insurance.

### Cancellation.

Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided due to non-payment of premiums shall be effective until written notice has been given to City at least ten (10) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least ten (10) days prior to the effective date of non-renewal.

Each insurance policy shall contain language or be endorsed to reflect that no cancellation or modification of the coverage provided for any cause save and except non-payment of premiums shall be effective until written notice has been given to City at least thirty (30) days prior to the effective date of such modification or cancellation. In the event of non-renewal, written notice shall be given at least thirty (30) days prior to the effective date of non-renewal.

Other Endorsements. Other endorsements may be required for policies other than the commercial general liability policy if specified in the description of required insurance set forth in Sections A through E of this Exhibit C, above.

## F. ADDITIONAL INSURANCE RELATED PROVISIONS

Consultant and City agree as follows:

Consultant agrees to ensure that subcontractors, and any other party involved with the Services, who is brought onto or involved in the performance of the Services by

Consultant, provide the same minimum insurance coverage required of Consultant, except as with respect to limits. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Agreement. Consultant agrees that upon request by City, all agreements with, and insurance compliance documents provided by, such subcontractors and others engaged in the project will be submitted to City for review.

Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Consultant for the cost of additional insurance coverage required by this Agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

The City reserves the right to withhold payments from the Consultant in the event of material noncompliance with the insurance requirements set forth in this Agreement.

G. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Consultant, and each and every subcontractor (of every tier) shall, at its sole cost and expense, provide and maintain not less than the minimum insurance coverage with the endorsements and deductibles indicated in this Agreement. Such insurance coverage shall be maintained with insurers, and under forms of policies, satisfactory to City and as described in this Agreement. Consultant shall file with the City all certificates and endorsements for the required insurance policies for City's approval as to adequacy of the insurance protection.

H. EVIDENCE OF COMPLIANCE

Consultant or its insurance broker shall provide the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage shall be delivered to City, or its representative as set forth below, at or prior to execution of this Agreement. Upon City's request, Consultant shall submit to City copies of the actual insurance policies or renewals or replacements. Unless otherwise required by the terms of this Agreement, all certificates, endorsements, coverage verifications and other items required to be delivered to City pursuant to this Agreement shall be mailed to:

EBIX Inc.

City of Santa Clara [\*insert City department name here]

P.O. 12010-S2

or

151 North Lyon Avenue

Hemet, CA 92546-8010

Hemet, CA 92543

Telephone number: 951-766-2280  
Fax number: 770-325-0409  
Email address: ctsantaclara@ebix.com

#### I. QUALIFYING INSURERS

All of the insurance companies providing insurance for Consultant shall have, and provide written proof of, an A. M. Best rating of at least A minus 6 (A- VI) or shall be an insurance company of equal financial stability that is approved by the City or its insurance compliance representatives.

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**EXHIBIT D**

**ETHICAL STANDARDS FOR CONTRACTORS SEEKING TO ENTER INTO AN  
AGREEMENT WITH THE CITY OF SANTA CLARA, CALIFORNIA**

**Termination of Agreement for Certain Acts.**

- A. The City may, at its sole discretion, terminate this Agreement in the event any one or more of the following occurs:

If a Contractor<sup>1</sup> does any of the following:

Is convicted of operating a business in violation of any Federal, State or local law or regulation;

Is convicted<sup>2</sup> of a crime punishable as a felony involving dishonesty<sup>3</sup>;

Is convicted of an offense involving dishonesty or is convicted of fraud or a criminal offense in connection with: (1) obtaining; (2) attempting to obtain; or, (3) performing a public contract or subcontract;

Is convicted of any offense which indicates a lack of business integrity or business honesty which seriously and directly affects the present responsibility of a City contractor or subcontractor; and/or,

Made (or makes) any false statement(s) or representation(s) with respect to this Agreement.

If fraudulent, criminal or other seriously improper conduct of any officer, director, shareholder, partner, employee or other individual associated with the Contractor

---

<sup>1</sup> For purposes of this Agreement, the word "Consultant" (whether a person or a legal entity) also refers to "Contractor" and means any of the following: an owner or co-owner of a sole proprietorship; a person who controls or who has the power to control a business entity; a general partner of a partnership; a principal in a joint venture; or a primary corporate stockholder [i.e., a person who owns more than ten percent (10%) of the outstanding stock of a corporation] and who is active in the day to day operations of that corporation.

<sup>2</sup> For purposes of this Agreement, the words "convicted" or "conviction" mean a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere within the past five (5) years.

<sup>3</sup> As used herein, "dishonesty" includes, but is not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, failure to pay tax obligations, receiving stolen property, collusion or conspiracy.

can be imputed to the Contractor when the conduct occurred in connection with the individual's performance of duties for or on behalf of the Contractor, with the Contractor's knowledge, approval or acquiescence, the Contractor's acceptance of the benefits derived from the conduct shall be evidence of such knowledge, approval or acquiescence.

The City may also terminate this Agreement in the event any one or more of the following occurs:

The City determines that Contractor no longer has the financial capability<sup>4</sup> or business experience<sup>5</sup> to perform the terms of, or operate under, this Agreement; or,

If City determines that the Contractor fails to submit information, or submits false information, which is required to perform or be awarded a contract with City, including, but not limited to, Contractor's failure to maintain a required State issued license, failure to obtain a City business license (if applicable) or failure to provide and maintain bonds and/or insurance policies required under this Agreement.

In the event a prospective Contractor (or bidder) is ruled ineligible (debarred) to participate in a contract award process or a contract is terminated pursuant to these provisions, Contractor may appeal the City's action to the City Council by filing a written request with the City Clerk within ten (10) days of the notice given by City to have the matter heard. The matter will be heard within thirty (30) days of the filing of the appeal request with the City Clerk. The Contractor will have the burden of proof on the appeal. The Contractor shall have the opportunity to present evidence, both oral and documentary, and argument.

---

<sup>4</sup> Contractor becomes insolvent, transfers assets in fraud of creditors, makes an assignment for the benefit of creditors, files a petition under any section or chapter of the federal Bankruptcy Code (11 U.S.C.), as amended, or under any similar law or statute of the United States or any state thereof, is adjudged bankrupt or insolvent in proceedings under such laws, or a receiver or trustee is appointed for all or substantially all of the assets of Contractor.

<sup>5</sup> Loss of personnel deemed essential by the City for the successful performance of the obligations of the Contractor to the City.

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND**

**\*INSERT CONTRACTOR'S NAME**

**EXHIBIT E**

**AFFIDAVIT OF COMPLIANCE WITH ETHICAL STANDARDS**

I hereby state that I have read and understand the language, entitled “Ethical Standards” set forth in Exhibit D. I have the authority to make these representations on my own behalf or on behalf of the legal entity identified herein. I have examined appropriate business records, and I have made appropriate inquiry of those individuals potentially included within the definition of “Contractor” contained in Ethical Standards at footnote 1.

Based on my review of the appropriate documents and my good-faith review of the necessary inquiry responses, I hereby state that neither the business entity nor any individual(s) belonging to said “Contractor” category [i.e., owner or co-owner of a sole proprietorship, general partner, person who controls or has power to control a business entity, etc.] has been convicted of any one or more of the crimes identified in the Ethical Standards within the past five (5) years.

The above assertions are true and correct and are made under penalty of perjury under the laws of the State of California.

**\*INSERT CONTRACTOR'S NAME**

**\*choose one: a corporation/partnership/individual**

By: \_\_\_\_\_  
Signature of Authorized Person or Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTARY'S ACKNOWLEDGMENT TO BE ATTACHED**

Please execute the affidavit and attach a notary public's acknowledgment of execution of the affidavit by the signatory. If the affidavit is on behalf of a corporation, partnership, or other legal entity, the entity's complete legal name and the title of the person signing on behalf of the legal entity shall appear above. Written evidence of the authority of the person executing this affidavit on behalf of a corporation, partnership, joint venture, or any other legal entity, other than a sole proprietorship, shall be attached.

**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN THE  
CITY OF SANTA CLARA, CALIFORNIA  
AND  
\*INSERT CONTRACTOR'S NAME**

**EXHIBIT F**

**MILESTONE SCHEDULE**

(If Applicable)